





Getting It Right

Reference Guides for Registering Students With Non-English Names

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Introduction

The Importance of Getting a Student's Name Right

Getting a student's name right is the first step in welcoming him or her to school. Staff members who work with student-level data also know the importance of accurately and consistently recording a student's name in order to track student data over time, to match files across data sets, and to make meaning from the data.

For students whose home language is not English, properly recording their information can be more difficult. School personnel who register students may not be familiar with different naming conventions in languages other than English. For example, Cantonese names usually list the family (or last) name first, followed by the given (or first) name. Typically, Russian male and female last names have different endings, so a brother and sister may use slightly different versions of the same name. Incorrectly entering student names can mean that the same student is listed in different databases in various ways and often with incomplete records. Consequently, students who are eligible for services (e.g., English learner support) can be unidentified or overlooked.

What are the Naming Conventions Reference Guides?

This set of naming conventions reference guides can serve as a reference for accurately entering students' names in school, district, and state databases. The guides are currently available for students with home languages of Cantonese, Punjabi, Russian, Somali, Spanish, Tagalog, Ukrainian, and Vietnamese.

In addition to facilitating accurate data entry, these guides can help ensure that school and district staff (e.g., front office staff and registrars) address and greet parents and other family members in a culturally responsive and respectful fashion.

How To Use the Naming Conventions Reference Guides

The naming conventions reference guides provide a general overview of the naming practices in a given language (Cantonese, Punjabi, Russian, Somali, Spanish, Tagalog, Ukrainian, and Vietnamese).

Each guide will help school and district staff become more familiar with what to expect when they encounter students from these cultural backgrounds: for example, the number of given names or family names, the order of these names, and where the names might fit into common database fields. The reference guides also provide guidance on how to politely address parents.

For each language, a single-page, double-sided, user-friendly guide features:

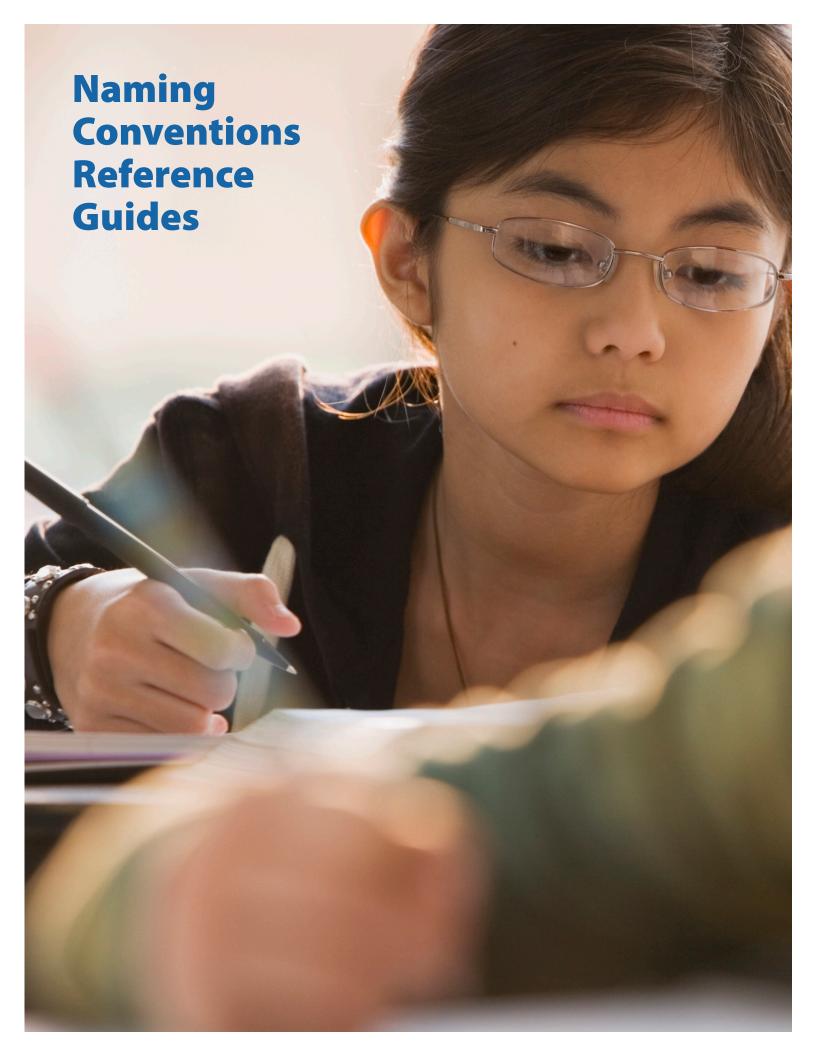
- 1. What you need to know: a brief overview of the naming conventions in a specific language.
- 2. Addressing parents, students, and families: appropriate ways to address family members whose language is other than English.
- 3. Registering students: rules on how to register students.
- 4. Examples: a visual representation of how to enter some typical names.
- 5. Remember: additional guidance on naming conventions in a specific language.

At the end of this guide are reference cards with examples of how to identify first, middle, and last names with the help of one family example in each language. The reference cards offer a quick guide to the naming structures prevalent in any of the eight languages featured in the set.

Additional Considerations

The naming conventions reference sheets, along with the deck of reference cards, are designed to provide guidance to school and district staff; however, we strongly recommend that all staff use a qualified interpreter if they are unable to communicate clearly with parents and students. Because naming practices within a single language group can vary, staff members are encouraged to use the information in these sheets to ask parents and families questions about their students' names.

District or school staff members who register students should come to an agreement with parents on a name that respects both their cultural traditions and the constraints of the database. The name should be written out and provided to the families and students in a notice written in the family's home language, indicating that this is the name that will be used officially at school. Doing so will help schools ensure that student names are accurately recorded throughout their school careers.





Cantonese Naming Conventions Reference Guide

What you need to know*

- Cantonese names typically consist of one given name, no middle names, and one family name. Cantonese given names may be written in one (Nam) or two (Yue Oi) parts, and may be hyphenated (Yim-Fong). These are all one name, not a first name and middle name.
- The order of Cantonese names is different from English. Family (or last) names are typically spoken and written first, followed by the given (or first) names. This may be reversed when speaking in English.
- Many Cantonese speakers may also use an English given name, which may or may not be part of their legal name. This English name may be used before or after the Cantonese given name or the family name.
- Children typically take the father's family name.
- Women may or may not legally change their family name after marriage; however, when addressing them it is customary to use the family name of the husband.

Addressing parents, students, and families

- Address parents as "Mr." and "Mrs." using the husband's last name. **Wong Siu Ming** should be addressed as Mr. Wong and **Law Ka-Yee** as Mrs. Wong.
- Students with English first names are usually referred to in school using that name, so Tai Man Charles may be addressed as **Charles**. Ask the individual or parents to determine which name should be used in the school.
- When sending written materials to families, address them as follows:
 - To the parents of Charles Chan Tai Man
 - To the Chan family

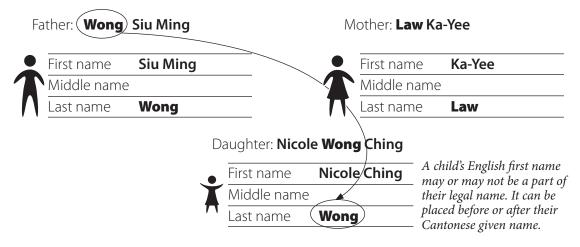
For example

The father introduces himself as **Wong Siu Ming.** The mother is **Law Ka-Yee**, and their daughter is **Nicole Wong Ching.** In this example, the student is introduced with an English given name, a family name, and a Cantonese given name.

Registering students

- 1. Include all legal names in school databases and documents.
- 2. Ask the parents which names are given names and which are family names. Given names should be placed in the first name field; family names should be placed in the last name field.
- 3. If the student has an English name, ask the parents if it is part of the legal name. If so, ask if it should be placed before or after the Cantonese given name.

^{*}First names are in **semibold** and last names are in **heavy** throughout this guide.



Additional examples



. • .	First name	Tai Man Charles	. • .	First name	Oi-Kan
X	Middle name		Y	Middle name	
/ \	Last name	Chan	$\boldsymbol{\Lambda}$	Last name	Yue

Student: **Wong Nam**First name Nam

Middle name

Last name Wong

In the example of **Chan Tai Man Charles**, the student's Cantonese given name comes before his English given name.

Remember

Naming practices vary among the Cantonese-speaking regions in China, and this guide provides only a general overview.

Cantonese does not have a standardized system for transliteration to the Latin alphabet, so the same name may be correctly spelled in several different ways (for example, **Yu** and **Yue**).

Use a qualified translator if you are not able to communicate clearly with the parents and student.



Punjabi Muslim Naming Conventions Reference Guide

What you need to know*

- Naming practices vary greatly among Punjabi speakers, and this reference guide provides a general overview only for Punjabi Muslim speakers.
- Punjabi names consist of one or more first names; one or more or no middle names; and one last name. Women typically have one first name and men may have two or more first names.
- Students' last names are often derived from the father's name. The student's name could be one of the father's first, middle, or last names.
- Typically, women adopt their husband's first or last name as their last name. Some women, however, keep their maiden name.

Registering students

- 1. Include all names in databases and documents.
- 2. Enter the last name in the last name field.
- 3. Work with parents to identify first and/or middle names. A child may have multiple first names and no middle name.

Addressing parents, students, and families

- Parents should be addressed using their last name, so **Ali** *Hussain* **Syed** should be addressed as Mr. Syed, and Mahjabeen Ali as Mrs. Ali. It is also acceptable to refer to parents with the husband's last name, as in Mr. and Mrs. Syed.
- Physical contact between males and females is not considered appropriate in some Punjabi cultures unless individuals are related. Shaking hands with the opposite gender is acceptable only when a woman extends her hand first for a hand shake. It is best to follow this practice unless the person indicates otherwise.
- When sending written materials to families, they can be addressed as follows:
 - To the parents of Hassan Nawaz
 - To the Nawaz family

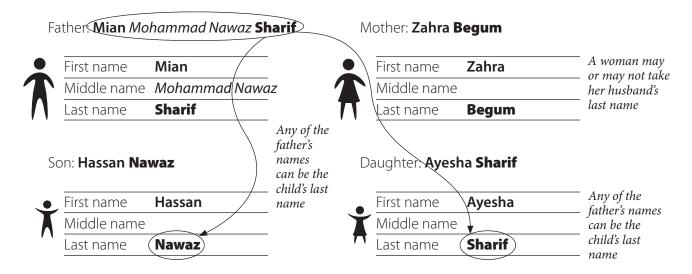
For example

A father introduces himself as **Mian** Mohammad Nawaz **Sharif**, the mother introduces herself as **Zahra Begum**. Their son is **Hassan Nawaz**.

Identifying first and middle names are a matter of personal preference. In this example, the father could also identify his first name as Mian Mohammad or Mian Mohammad Nawaz. His preferred name could be Nawaz.

Students with composite names are often referred to using one of their names, so Mohammad Suhail Malik may be addressed as Suhail and Syeda Asma Bokhari may be called Asma. Ask the individual or the parent to determine which name should be used.

^{*}First names are in **semibold**, middle names are in **italics**, and last names are in **heavy** throughout this quide.



Additional examples



•	7	

First name	Hina
Middle name	Rabbani
Last name	Khar

Student: Yusuf Raza Gillani

) ,	First name	Yusuf
	Middle name	Raza
1	Last name	Gillani

Remember

Naming practices vary greatly among Muslim, Hindu, Sikh, and Christian Punjabi speakers. This reference guide provides only a general overview for Muslim Punjabi speakers.

If the names are longer than the field, ask the parents which names should be entered.

Use a qualified translator if you are not able to communicate clearly with the parents and student.



Russian Naming Conventions Reference Guide

What you need to know*

- Russian names generally consist of a first name, middle name/ patronymic, and a last name.
- Some Russian first names are hyphenated: for example, Mariya-Viktoriya.
- Russian middle names are patronymics, which mean they combine the father's first name with the suffix meaning the son or daughter of. The most common suffixes for men are *-evich* or *-ovich*; and for women are *-evna* or *-ovna*.
- Typically men's and women's last names have different endings. Some women adopt their husband's last name, adding -a to the

Registering students

- 1. Include all names in databases and documents.
- 2. If the first name is hyphenated and the input field is limited, only enter the name before the hyphen.
- 3. Place patronymics in the middle name field, unless the parents indicate otherwise.

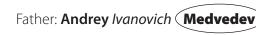
Addressing parents, students, and families

- Address parents as "Mr." and "Mrs." using the husband's last name. Mikhail Ivanovich Karlov and his wife **Valentina** *Vladimirovna* **Karlova** may be addressed as Mr. and Mrs. Karlov.
- Shake hands when greeting and departing.
- Students are often addressed by a nickname. Ask the individual or the parents which name is preferred.
- When sending written materials to families, address them as follows:
 - To the parents of Katerina Vadimovna Pugachova
 - To the Pugachov family

For example

A father introduces himself as **Andrey** *Ivanovich* **Medvedev**, the mother introduces herself as **Valentina** Vladimirovna Medvedeva, and their children are Vladimir Andreyevich Medvedev and Anna Andreyevna Medvedeva.

^{*}First names are in **semibold**, middle names are in **italics**, and last names are in **heavy** throughout this quide.





First name	Andrey
Middle name	lvanovich
Last name	Medvedev

	First name	Valentina
•	Middle name	Vladimirovna
	Last name	Medvedeva

Mother: Valentina Vladimirovna (Medvedeva)

Son: Vladimir Andreyevich Medvedev

Daughter: **Anna** Andreyevna **Medvedeva**



First name	Vladimir
Middle name	Andreyevich /
Last name (Medvedev

The middle name, a patronymic, is father's given name, appended by a gender-specific suffix, typically "evich/ ovich" for males & "evna/ovna" for females

F	
First name	Anna
Middle name	Andreyevna
Last name (Medvedeva

Additional examples

Student: Valentina Vladimirovna Tereshkova



First name	Maya
Middle name	Mikhailovna
Last name	Plisetskaya

Student: Maya Mikhailovna Plisetskaya

First name	Valentina
Middle name	Vladimirovna
Last name	Tereshkova

Student: Vladimir Semyonovich Vysotsky



First name	Vladimir
Middle name	Semyonovich
Last name	Vysotsky

Remember

Naming practices vary among Russian speakers, so this guide provides only a general overview.

Some Russian families adopt English naming conventions. For example, some families give the masculine last name ending to their daughters, so Anna Andreyevna Medvedeva in the example above could have **Medvedev** as her last name.

Use a qualified translator if you are not able to communicate clearly with the parents and student.



Registering students

2. Place the student's first

databases and documents.

name in the first name field

of your database, enter the

second name in the middle name field, and place

the third name in the last

name field.

1. Include all names in

Somali Naming Conventions Reference Guide

What you need to know*

- Somali names typically consist of three, and occasionally two, names.
- Traditionally, an individual's middle name is the father's first name, and the last name is the paternal grandfather's first name.
- Women do not usually change their last name upon marrying, so married parents will have different last names.

Addressing parents, students, and families

- Address parents by their first name or by their first two names. **Sharif** *Mohammed* **Omar** may be addressed as Sharif Mohammed and **Najima** *Kutub* **Ibrahim** may be addressed as Najima Kutub.
- Shake hands with someone of the opposite gender only when he or she initiates.
- When sending written materials to the family of Halimo Sharif Mohammed, address them as follows:
 - To the parents of Halimo Sharif
 - To Sharif Mohammed and Najima Kutub

For example

A Somali father introduces himself as **Omar** Elmi **Dihoud**, the mother introduces herself as **Waris** Abdi **Duale**, and their children are Ali Omar Elmi and Roda Omar Elmi.

Family example

First name Middle name

(Omar)

Father: (Omar) Elmi) Dihoud Mother: Waris Abdi Duale First name **Omar** First name Waris Middle name *Elmi* Middle name *Abdi* ast name **Dihoud Duale** Last name Son: Ali Omar Elmi Daughter: Roda Omar Elmi

*First names are in **semibold**, middle names are in **italics**, and last names are in **heavy** throughout this quide.

First name Roda

Middle name (Omar)

Additional example

Student: Abdisis Yussif

•	First name	Abdisis
X	Middle name	
/ 1	Last name	Yussif

Student: Kamar Haji Mohamed

•	First name	Kamar
Ā	Middle name	Најі
' '	Last name	Mohamed

Remember

Naming practices vary among Somali speakers, and this guide provides only a general overview.

Some Somali speakers may have names that follow English naming conventions. For example, when Somali families immigrate to an English-speaking country, the woman may adopt her husband's last name (the first name of his paternal grandfather).

There are often several ways of spelling the same name. For example, the name Mohammed may also be written as Mohamed or Muhamad.

Use a qualified translator if you are not able to communicate clearly with the parents and student.



Spanish Naming Conventions Reference Guide

What you need to know*

- Spanish names conventionally consist of one or more first names, no middle names, and two last names.
- Some Spanish first names have two or more parts (Rosa María); this is one name, not a first name and middle name.
- Spanish last names usually consist of two parts (**Lucero Cárdenas**); this is the last name, not Cárdenas alone.
- First names and last names are sometimes combined with articles and prepositions, such as de (of) and el or la (the). These articles and prepositions should be included with the names and should not be capitalized.
- Spanish uses accents on vowels and the letter \tilde{n} .
- Children's last names are usually a combination of the first of each of their parents' last names.
- Women do not typically adopt their husband's last name, so married parents may have different last names.

Addressing parents, students, and families

- Address parents as "Mr." and "Mrs." using their first last name. José Demetrio Morales Vizcarra should be addressed as Mr. Morales. and María del Socorro Tirado González as Mrs. Tirado. It is also acceptable to refer to parents with the husband's first last name, as in Mr. and Mrs. Morales.
- Shake hands when greeting and departing.
- Students with composite first names are often referred to using only one of these names, so Juan Antonio may be addressed as Juan and María Luz may be called Luz. Ask the individual or the parents which name is preferred.
- When sending written materials to families, address them as follows:
 - To the parents of Jorge Raúl Fernández Rivera
 - To the Fernández Rivera family

For example

A father introduces himself as José Demetrio Morales Vizcarra, the mother introduces herself as María del Socorro Tirado González, and their daughter is Genoveva Morales Tirado.

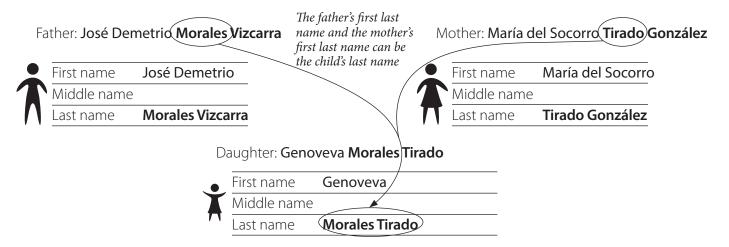
Registering students

- 1. Include all names in databases and documents.
- 2. Place all parts of the student's first name into the first name field of vour database, and all last names in the last name field. Leave the middle name field blank, unless the parents indicate otherwise.
- 3. Include accents and the letter \tilde{n} on names in databases and documents. If you cannot include these marks, just record the vowel and the letter *n*. If possible, include a note about the change.

^{*}First names are in **semibold**, middle names are in **italics**, and last names are in **heavy** throughout this quide.

Student: Juan Carlos de la Toba Manríquez

Family example



Additional examples

Student: Martha Lorena Rodríguez Salvatierra

First name	Martha	•	First name	Juan Carlos
Middle name		X	Middle name	
Last name	Rodríguez		Last name	de la Toba Manríquez

Remember

Naming practices vary greatly among Spanish speakers, and this guide provides only a general overview. In addition, some Spanish-speaking students may have names that follow English naming conventions.

If the names are longer than the fields, enter only the first name in the series. In the example above, enter only *Martha* in the first name field and *Rodríguez* in the last name field.

Use a qualified translator if you are not able to communicate clearly with the parents and student.



Tagalog Naming Conventions Reference Guide

What you need to know*

- Tagalog is the most common language spoken in the Philippines.
- Tagalog names typically consist of one first name and one last name, but may vary. Middle names are common but not universal. Tagalog first names can be single names, or names with two or more parts such as Maria Therese.
- Tagalog names sometimes use suffixes such as Jr., Sr., II, or III.
- Children typically take their father's last name and may have their mother's maiden name as a middle name. Women often adopt their husband's last name after marriage, and may hyphenate their maiden name to their husband's last name.

Addressing parents, students, and families

- Address parents using their last name, so Gilbert Fabona Santos should be addressed as Mr. Santos, and Marieta Hernandez **Montilla-Santos** as Mrs. Montilla-Santos. It is also acceptable to refer to parents with the husband's last name, as in Mr. and Mrs. Santos.
- When sending written materials to families, address them as follows:
 - To the parents of Michelle Santos
 - To the Santos family

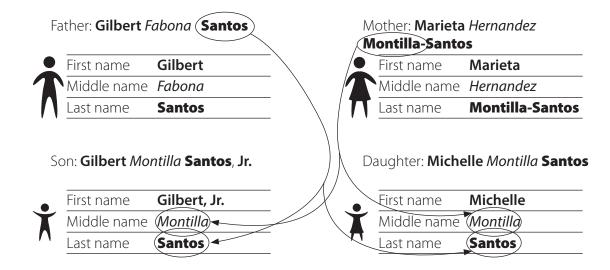
For example

A father introduces himself as **Gilbert Santos**. The mother introduces herself as **Marieta** Hernandez **Montilla-Santos**, and their daughter is **Michelle** *Montilla* **Santos**.

Registering students

- 1. Include all names in databases and documents. Tagalog names typically consist of one first name and one last name, and may also include a middle name.
- 2. Include generational suffixes such as Jr. or II with names in school databases and documents. In most databases these should be placed in the first name

^{*}First names are in **semibold**, middle names are in **italics**, and last names are in **heavy** throughout this quide.



Additional examples

Student: Alfonso Corregidor Pioquinto, Jr. Student: Shamcey Supsup

•_	
X	

First name	Alfonso, Jr.
Middle name	Corregidor
Last name	Pioquinto



	First name	Shamcey
•	Middle name	
	Last name	Supsup

Student: Maria Cecilia Legaspi



First name	Maria
Middle name	Cecilia
Last name	Legaspi

Remember

Naming practices vary among Tagalog speakers, so this guide provides only a general overview.

Use a qualified translator if you are not able to communicate clearly with the parents and student.



Ukrainian Naming Conventions Reference Guide

What you need to know*

- Ukrainian names generally consist of a first name, middle name/ patronymic, and a last name.
- Ukrainian middle names are patronymic, which means they combine the father's first name with the suffix meaning the son or daughter of. A middle name will usually end in -vych or -yovych for men, and -ivna or -yivna for women.
- Usually family members have the father's last name.
- Women occasionally hyphenate their maiden name with their husband's last name.

Registering students

- 1. Include all names in databases and documents.
- 2. Place patronymics in the middle name field, unless the parents indicate otherwise.

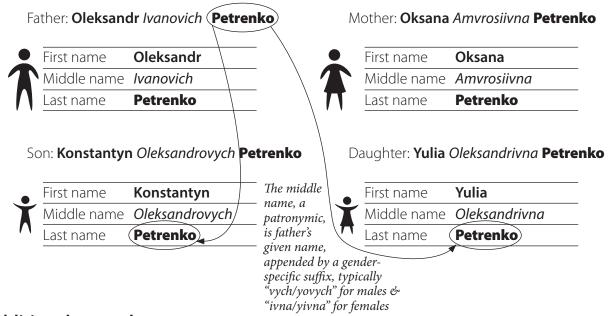
Addressing parents, students, and families

- Address parents as "Mr." and "Mrs." using the husband's last name. **Vasyl** Semenocych **Korolyov** and his wife **Milena** *Markivna* **Korolyov** may be addressed as Mr. and Mrs. Korolyov.
- Shake hands when greeting and departing.
- Students are often addressed by a nickname. Ask the individual or the parents which name is preferred.
- When sending written materials to families, addressed them as follows:
 - To the parents of Yulia Oleksandrivna Petrenko
 - To the Petrenko family

For example

A father introduces himself as **Oleksandr** *Ivanovich* **Petrenko**, his wife as **Oksana** *Amvrosiivna* **Petrenko**, and their children as Konstantyn Oleksandrovych Petrenko and Yulia Oleksandrivna Petrenko.

^{*}First names are in **semibold**, middle names are in **italics**, and last names are in **heavy** throughout this quide.



Additional examples

Student: Vasyl Mykhaylovych Ivanchuk

•	First name	Vasyl
Ť	Middle name	Mykhaylovych
/1	Last name	Ivanchuk

Student: Ivan Semenovych Nechuy-Levytsky



Remember

Naming practices vary among Ukrainian speakers, so this guide provides only a general overview.

Use a qualified translator if you are not able to communicate clearly with the parents and student.



Vietnamese Naming Conventions Reference Guide

What you need to know*

- The order of Vietnamese names is different from English. Family (or last) names are typically spoken and written first, middle names second, and given (or first) names third. This may be reversed when speaking in English.
- Vietnamese names are monosyllabic. For example, **Nguyễn**, a common family name, is one syllable and is usually pronounced as winn.
- Vietnamese names consist of two to four names. They may or may not include a middle name. Given names or family names can be composites, and include several parts.
- Women retain their maiden name after marriage.
- Vietnamese uses accent marks.

Addressing parents, students, and families

- Address parents using their given name. For example, Nguyễn Van Nam should be addressed as Mr. Nam, and Nguyễn Vu Quynh Anh as Mrs. Anh.
- Ask the individual or parents to determine which name should be used in the classroom. Students with composite names are often referred to using only one of these names.
- When sending written materials to families, address them as follows:
 - To the parents of Nguyễn Van Hai
 - To the Nguyễn family

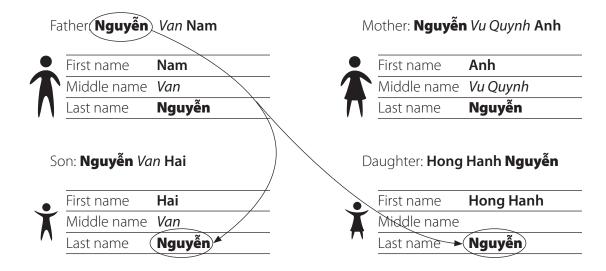
For example

A father introduces himself as **Nguyễn** *Van* **Nam**. The mother is introduced as **Nguyễn** *Vu Quynh* **Anh**. Their son is **Nguyễn** Van **Hai**.

Registering students

- 1. Include all names in databases and documents.
- 2. Ask the parents to identify the given name, middle name, and family name. Given names should be placed in the first name field: middle names in the middle name field; and family names in the last name field.
- 3. Include accent marks on names in databases and documents if possible. Vietnamese has six accent marks, which change the pronunciation and meaning of the names.

^{*}First names are in **semibold**, middle names are in **italics**, and last names are in **heavy** throughout this quide.



Additional examples



	First name	Minh
X	Middle name	
/ 1	Last name	Ngo

)	First name	Hong Hanh
	Middle name	
7	Last name	Lo

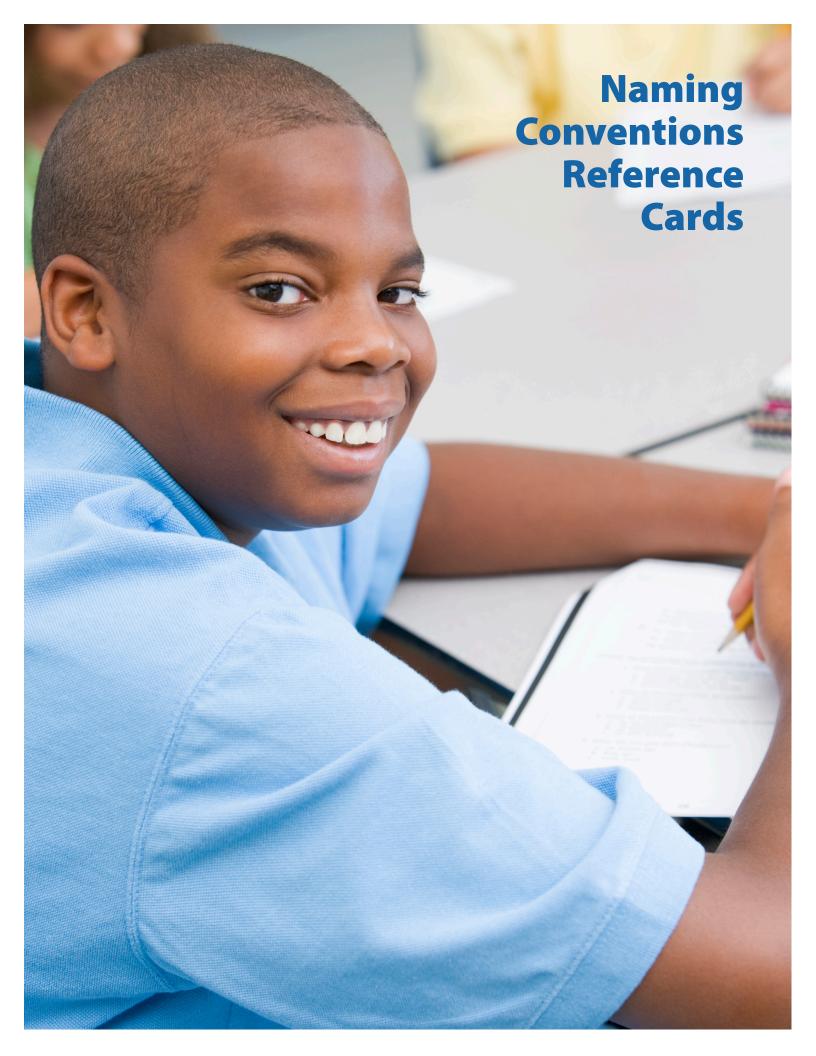
Student: Pho Danh

	First name	Danh
	Middle name	
1	Last name	Pho

Remember

Naming practices vary greatly among Vietnamese speakers, and this guide provides only a general overview. Some Vietnamese speakers may follow English naming conventions.

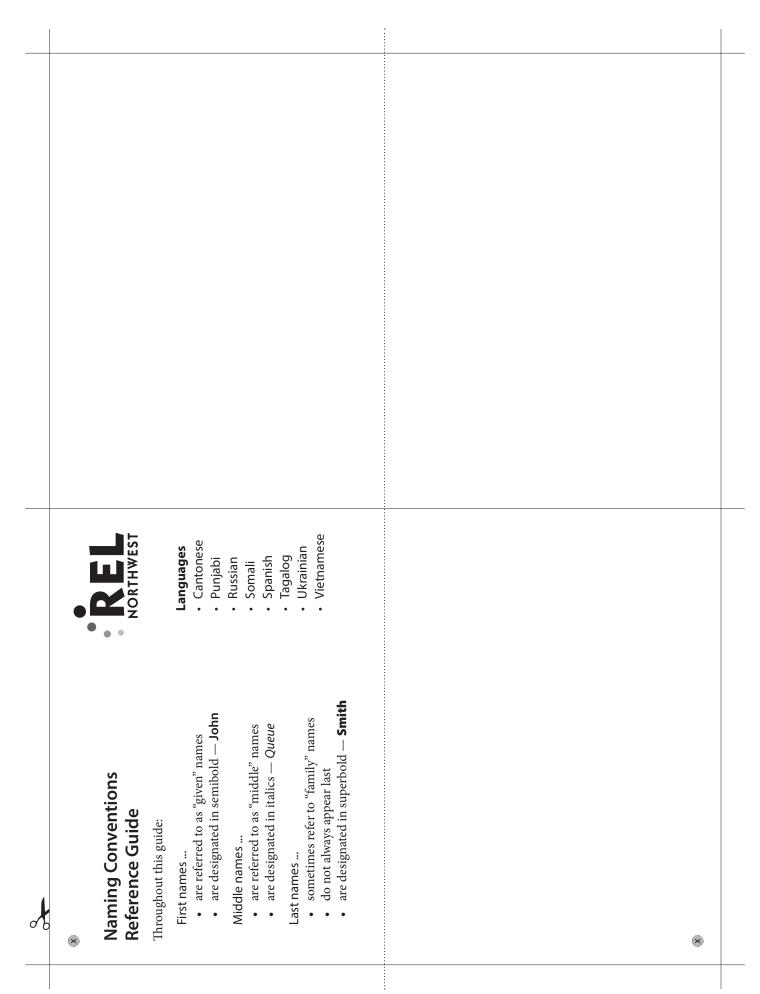
Use a qualified translator if you are not able to communicate clearly with the parents and student.



These cards help you to place names in correct fields in your database. Please use these along with the detailed instructions for each language. Use a qualified translator if you are not able to communicate clearly with the parents and student.

Assembly instructions

- 1. Print each page of cards, making three one-sided copies.
- 2. Trim on the solid lines and separate each page into two sets.
- 3. Fold each set in half vertically.
- 4. Hole-punch through both layers where indicated by and bind with a ring fastener.



Naming Conventions Reference Guide:

SOMALI

1. Ask which name is the **family**

Family name will be the same as the father's middle name.

Middle name will be the same as the father's given name. 2. Ask if there is a middle name.

3. What remains is the given name.

Example family

father: Omar Elmi Dihoud mother: Waris Abdi **Duale**

daughter: Roda Omar Elmi

son: Ali *Omar* Elmi

paternal grandfather's first name. the father's first name, and the last name is the Traditionally, an individual's middle name is

there is no middle name. If only one name matches the father's, assume

Naming Conventions Reference Guide:

1. Ask which name is the **family**

Family name will match one of the father's names

2. Ask **given** and *middle* names.

given name. If more than one name remains is the middle name. determine given & middle names. If the given name is determined, what remains, work with the parents to If only one name remains, that is the

father: Mian Mohammad Nawaz Sharif Example family

mother: Zahra Begum*

son: Hassan Nawaz

daughter: Ayesha Sharif

Notes

A child may have multiple first names and no while males may have a multipart given name middle name. Typically, females have a single given name

name or derived from any of the father's names *Begum is mother's last name but not the family

RUSSIAN

Naming Conventions Reference Guide:

mother: Valentina Vladimirovna Medvedeva

father: Andrey Ivanovich Medvedev

Example family

daughter: Anna Andreyevna Medvedeva

son: Vladimir Andreyevich Medvedev

If the first name is hyphenated and the input field is

Notes

limited, only enter the name before the hyphen.

father's given name, appended by a gender-specific suffix, typically "evich" or "ovich" for

Middle name will be the

Given names may be separated by the family name, but should be combined when entering

their given name. In the example above, the daughter's given name is "Nicole Ching."

fore or after the Cantonese given name.

name. If so, ask if it should be placed be-

3. If the student has an English name, ask the parents if it is part of the legal

females. The middle name is a males & "evna" or "ovna" for

patronymic

3. What remains is the given

the father's family name, though Family name will exactly match

daughters may have an "a"

appended to the end. Ask middle name.

daughter: Nicole Wong Ching son: Wong Tai Man Charles

2. What remains is the given name (no

middle names).

Family name should match the father's

family name.

1. Ask which name is the family

father: Wong Siu Ming mother: Law Ka-Yee

Example family

family name.

1. Ask which name is the

CANTONESE



PUNJABI

Naming Conventions Reference Guide:

1. Ask which name is the **family**

family name. Family name should match the father's

are typically spoken and written first, given and middle names. Family names 2. Determine given & middle names. third. This may be reversed when speakmiddle names second, and given names Work with the parents to determine

VIETNAMESE

father: **Nguyên** Van Nam Example family

mother: Nguyên Vu Quynh Anh

daughter: Nguyên Hong Hanh

include several parts. and may or may not include a middle name. Vietnamese names consist of 2-4 names

son: **Nguyên** *Van* Hai

Given or family names can be composites and

documents if possible. the names. Include them in databases and change the pronunciation and meaning of Vietnamese has six accent marks, which

Naming Conventions Reference Guide:

TAGALOG

1. Ask which name is the **family**

father's family name. Family name will exactly match the

2. Ask if there is a middle name.

the mother's hyphenated family name. Middle name may match the first part of

3. What remains is the given name.

Example family

father: Gilbert Fabona Santos mother: Marieta Hernandez

son: Gilbert Santos, Jr. **Montilla-Santos**

daughter: Michelle Montilla Santos

Include generational suffixes such as Jr. or

uments. In most databases these should be placed in the first name field. II with names in school databases and doc-

SPANISH

UKRANIAN

Naming Conventions Reference Guide:

son: Konstantyn Oleksandrovych Petrenko

should be common among family

members.

Family name will exactly match Determine family name.

the father's family name, and

mother: María del Socorro **Tirado González**

Family name usually consists of

2 parts: a combination of each

parents' family names.

2. What remains is the given

son: Juan Carlos de la Morales Tirado daughter: Genoveva Morales Tirado

father: José Demetrio Morales Vizcarra

Example family

1. Ask which name is the

family name.

mother: Oksana Amvrosiivna Petrenko father: Oleksandr Ivanovich Petrenko

Example family

daughter: Yulia Oleksandrivna Petrenko

Women occasionally hyphenate their maiden name

with their husband's last name.

Middle name will be all or part of the father's given name, appended

ositions, such as de (of) and el or la (the). These articles Names are sometimes combined with articles and prep-

and prepositions should be included with the names

3. Ask the parents if child has a

middle name.

and should not be capitalized.

2. Determine if there is a middle

oy a gender-specific suffix, typical y "vych" or "yovych" for males &

ivna" or "yivna" for females.

and documents. If you cannot include these marks, just record the vowel and the letter "n." If possible, include a

note about the change.

Include accents and the letter ñ on names in databases

3. What remains is the given

name.

Naming Conventions Reference Guide:





